

W A R N I N G

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June 1995 Contract Report

DO #517 REGION 9 SUPERFUND RECORDS CENTER

SIGNIFICANT ACTIONS

SDMS Imaging Test Pilot

In fourteen scanning sessions, the SDMS Records Management Specialist I added 640 documents (8,029 pages) to the system. Total hours of scanning averaged fourteen hours per week.

The Librarian in charge of the San Gabriel Valley site prepared 141 documents for scanning, and indexed 150 documents. Two additional Librarians were trained to organize the backlog, prepare documents for scanning and to index on SDMS. A Librarian and a Records Management Specialist I assisted with duplicate searching; as a result, the backlog of documents (4 LFT) that had been partially prepped for scanning was eliminated.

A quality assurance check of the documents scanned by an off-site vendor during the backfile conversion continued. The Records Management Specialist I performed a page-by-page comparison on 275 hardcopy documents (12,241 pages). A total of 224 pages were rescanned. Rescanning was necessary for a variety of reasons: illegible text, maps and photos unclear or scanned too dark, back sides of double-sided pages missed, and cropping of 11 x 17 inch pages due to incorrect page size setting. Other problems encountered included: completely black images of dark-colored tab pages, pages scanned into the wrong document (most of these pages were oversize; scanning of oversize pages involved a separate microfilming and reducing process), and pages out of order. These problems were remedied by the SDMS Records Management Specialist I or forwarded to the Systems Manager.

Six image moves were conducted. More than 6701 pages were moved (burned onto a platter). The frequency of image moves was increased to minimize the impact on the backup tape system.

The new Bell & Howell duplex scanner arrived and is being installed. The scanner has an automatic document feeder which can do double-sided scanning.

At the request of the DOPO, the SDMS Systems Manager met with San Gabriel Valley RPM Doug Frazer for a training session. The SDMS Systems Manager answered Mr. Frazer's questions, and explained some indexing procedures and data conversion quirks that will help Mr. Frazer use the system. The SDMS Systems Manager recorded a few problems Mr. Frazer encountered while conducting trial searches. Some of the problems require further investigation.

The Librarian in charge of San Gabriel Valley tested the

redaction function on whole pages and discovered that it is not working. The problem will be tested further and then reported to ADOPO/SDMS Team Leader, Margaret Morkowski. Until SDMS has the capability to redact withheld portions of the imaged document, the user of SDMS will be referred to the hardcopy document in the SDMS comments field.

At the request of the ADOPO, the SDMS Systems Manager submitted an estimate of the hours it would take to scan all San Gabriel Valley documents transferred to the Records Center during an average month. The Records Center receives about 2 LFT or 5000 pages of San Gabriel Valley records each month. Scanning of 5000 pages is estimated to require 53 labor hours.

Staff prepared to begin work on a second site, Operating Industries, Inc. Landfill (OII). Staff met with two RPMs, Brian Ullensvang and Lon Payne, and the ADOPO, to discuss special indexing requirements of the site. The main concern expressed by the RPMs is keeping their complex, hierarchical file structure intact. The SDMS Systems Manager proposed adding controlled subject terms or codes to the tracking number field, to cover essential access information that is inappropriate for other SDMS fields. It will be necessary to maintain a hardcopy list of terms to show hierarchy. The SDMS Systems Manager proposed using the "special collection" feature to define a "FOIA library" of documents frequently requested under FOIA. Later, the SDMS Systems Manager and the Librarian in charge of the site gave Mr. Ullensvang a demonstration of SDMS.

On June 7, the SDMS Systems Manager participated in a Users' Group teleconference with the ADOPO and records management staff of other regions. The main topics were status of the full-text load, and agenda items for the next teleconference.

On June 6 and June 13, staff participated in SDMS teleconferences with the ADOPO and the SDMS developers. It was learned that the full-text load for the backfile conversion is nearly complete. There was a discussion about the next step: how to build the full-text database on an ongoing basis. Considerations for the procedure include identifying text that has not yet undergone the optical character recognition (OCR) process, and distinguishing separate sites. The ADOPO determined that is it not necessary to keep sites on separate platters, because the effect on retrieval performance should be minimal. The problem of distorted images with the LaserData monitors was resolved by using the latest version of LaserView for Windows 3.0. The issue of configuration of the Minolta printer is not yet resolved, awaiting input from LaserData.

Equipment Inventory

Staff generated and applied "Property of US EPA" labels to all Records Center furniture and equipment owned by EPA. Labels with ID numbers were applied to all items valued at more than \$1,000. New

furniture and equipment were added to the inventory database and a report was submitted to the ADOPO.

New Application of Technology

At the request of the DOPO, the Systems Manager made significant progress in creating a way for the Circulation Department to distribute circulation notices to EPA staff using Lotus Notes. This "paperless" method is currently being tested by the Circulation Department. The next step is to devise procedures for electronic response to the notices.

At the request of the DOPO, the Office of Facilities and Information Resources Management (FIRM) established Lotus Notes accounts for all Records Center staff during June. The DOPO also arranged through FIRM for Lotus Notes training sessions for LABAT staff, in order to learn the Region's new e-mail system and to comply with the DOPO's new requirement to use Notes for electronic dissemination of Records Center circulation notices. The DOPO has also requested that a number of other procedures used by the Records Center, such as document retrieval requests, requests for records transfer, etc. be handled electronically on Lotus Notes. Two training sessions have been arranged in the FIRM training center for early August.

Records Management/Site File Indexing

Staff indexed and entered 1211 Superfund removal and remedial documents into the database during the month of June.

At the request of the ADOPO, on short notice, the Librarian for Site Assessment gathered additional page-count data for the EPA HQ contract team studying the feasibility of converting Preliminary Assessment Reports and other records to CD-ROM. The HQ Team required more data from all of the Regions as to whether the page count estimates submitted earlier this Spring included the references and appendices to the reports. The Librarian for Site Assessment ascertained that the original page estimates for Region 9 did not include separate references, but did include appendices. New estimates were then provided of the total pages of text and graphics with and without references.

The Librarian for Site Assessment and the Regional Manager met on June 6 to study the organization and content of the NPL Docket File collection, and to determine if any immediate file re-organization work was necessary. Aside from some inadequate labelling, the files are basically well-organized and structured, and retrieval very successful. The Librarian has begun a systematic project to standardize the file labelling system, applied new labels for the Arizona sites, and plans to meet with the NPL Coordinator, Rachel Loftin to further discuss the filing system.

The Librarian for Site Assessment received 5.5 LFT of new documents, of which 2.5 LFT were federal facilities documents, and 6 new sites.

Ninety-two site files were reorganized and purged of duplicate documents and the indexing on ImageTrax was revised.

The Records/Information Manager II for Federal Facilities completed indexing of new documents for the following sites: 2 LFT for Sacramento Army Depot; 4.5 LFT for Moffett Naval Air Field; 2 LFT for Tracy Defense Depot; 2 LFT for Williams Air Force Base; and 6.5 LFT for Yuma Marine Corps Air Station. RPMs were each provided with the latest complete chronological index for their respective sites. In addition, Sacramento Army Depot site RPM, Marlon Mezquita, was provided with a separate index for all baseline environmental surveys in that file. Three CFT of Sacramento documents were checked for duplicates, organized, and prepared for storage at the Federal Records Center (FRC); a copy of the FRC box inventory list was sent to the RPM.

At the request of the ADOPO and RPM, Emily Roth, the Librarian in charge of the Indian Bend Wash North site generated an index listing all documents added to the site file in 1995. An index of 400 documents was given to Ms. Roth.

Project Planning/Administration

On June 12, the Regional Manager met with the DOPO, Sandy Farber of the Removal Enforcement Section and the Librarian for the Montrose site to discuss an urgent Agency request to compile a removal action supplement Administrative Record for Montrose. LABAT required more direction and information to complete the task within a very short turnaround time. In addition, the DOPO was informed that LABAT was receiving technical direction on the AR from a number of different Program staff, resulting in confusion regarding due dates and LABAT's responsibilities. Use of the DOPO's Work Request Form for all new assignments was emphasized during the meeting. Ms. Farber will go through the DOPO on all new removal AR tasks.

During the same meeting of June 12, the Regional Manager reported to the DOPO that LABAT staff had recently received a number of requests to copy and send miscellaneous Superfund documents directly to repository libraries. The DOPO determined that this was beyond the scope of the SOW, and was also a task generally handled by the Superfund Community Relations staff as part of establishing and maintaining public Information Centers. The DOPO indicated that she would like LABAT to assist with this work in the future, and she plans to develop this as a new task in the next SOW. The Regional Manager gave the DOPO copies of model transmittal and acknowledgment letters used for sending ARs to repositories with the idea that these could be adapted for use in sending non-AR documents.

The Regional Manager met on June 5 with the SDMS Systems Manager to review the status of the Imaging Test Pilot, and recruitment of a Records Management Specialist I to conduct additional scanning, QA and systems documentation work. Recruitment was completed by the end of the month, with the new specialist due to report on July 5.

The Regional Manager met with the supervisory/management staff on June 12 to continue work on an emergency preparedness plan for the Records Center's new office location in the 95 Hawthorne St. Annex. She announced that the ADOPO has arranged for Region 9's Health and Safety Officer, Rick Taft, to provide a list of emergency supplies and vendor sources. Mr. Taft will also provide copies of the emergency plans developed for the Federal Day Care Center and Federal Fitness Center which are also located in the 95 Hawthorne St. Annex. These will be used as models for developing an emergency plan for the Records Center. Meanwhile, Kheay Loke of Arcon, Inc. (the Project Manager for Hawthorne Plaza) and his Building Engineer/Health and Safety Director attended the meeting and conducted a presentation on the various safety features of the building. The presentation included a review of the sprinkler, smoke detection and alarm systems, the emergency power system and training in use of the fire extinguishers. In addition, Mr. Loke discussed the seismic safety of the building, describing how exterior walls and floors were strengthened to withstand a quake of 7.5 magnitude or higher.

Administrative Records

Administrative records for the following removal sites were compiled and sent to the repositories:

- Rubidoux Red Phosphorous
- Omega Chemical Corporation

Supplement 1 of the Montrose Chemical Corporation Superfund site, Removal No. 3 administrative record was compiled and sent to the repositories.

Microfilm copies were made of the 1985 administrative record for Celtor Chemical Works Superfund site. The copies were sent to two repositories.

On June 8, the Librarian in charge of the Celtor Chemical Works site and the Records/Information Manager III met with RPM Hedy Ficklin to discuss compilation of a Deletion Docket file for the site.

FOIA Support

Document-Processing Team members retrieved and photocopied potentially responsive documents for a total of 26 FOIA requests from the Site Evaluation section during June.

Circulation staff processed a total of 14 FOIA requests for NPL and removal site records during June totaling 19.5 LFT. All copy requests were sent to an outside copy vendor.

At the request of ORC attorney, Lewis Maldonado and RPM Dick Procnier, staff retrieved 6.5 LFT of documents from the Southern California Edison, Visalia Poleyard site for review in response to a FOIA request. The documents were then sent to an off-site copy vendor for reproduction.

Circulation staff retrieved 108 San Gabriel Valley documents totalling 3 LFT in response to a FOIA request.

Staff pulled approximately 15 LFT of documents from the San Fernando Valley site file for review by RPM David Seter.

After RPM, Hedy Ficklin, and ORC attorney, Lewis Maldonado, reviewed 190 potentially responsive documents, the Librarian in charge of the Industrial Waste Processing site spent approximately 12 hours changing the legal codes for the documents in preparation for a FOIA release.

In response to a FOIA request for the Stringfellow site, a Librarian performed several online searches and located 102 potentially responsive documents. The resulting indexes were given to the RPM for review.

Indexers' Meetings

During the Indexers' meeting of June 8, the Records/Information Manager II/Head Indexer reviewed the policy and procedures for transfer and delivery of records using the DOPO's latest version of the "Transfer of Records" form. The Records/Information Manager II also introduced and provided instruction on a new memo recently approved by the DOPO for requesting additional indexing information from Superfund staff. The memo is essentially a form which will be attached to incomplete or illegible records. A checklist is included which will be used to provide required indexing guidance: dates, authorship, subject/title information, etc.

Circulation/Reference Service

The Librarian for Site Assessment received 32 requests from EPA staff, 11 from contractors and 2 from state agencies, and checked out 63 files to various EPA staff, 22 to contractors, and 4 to state agencies.

Circulation staff received 244 circulation/reference requests and checked out 1001 documents to various EPA staff and contractors.

Twenty-two circulation notices were sent out to borrowers of Site Assessment files. The response rate was 82%.

Four circulation notices were sent out to borrowers of boxes and boxed files. The response rate was 100%.

At the request of the ADOPO, a new service was instituted this month which makes it easier and more efficient for Superfund staff to return boxes of documents checked out from on-site storage or storage at the Federal Records Center. Twice weekly pick-ups of boxes will be made at work spaces in 75 Hawthorne. Superfund Staff needing to send boxes of documents to the Records Center for indexing can also use this service.

At the request of the DOPO, staff generated a San Fernando Valley site file index listing 1600 documents relating to a particular PRP. Throughout the month, Circulation staff retrieved and checked out approximately 12 LFT of documents for review by EPA summer intern, Christo Artusio.

At the request of the ADOPO and RPM Roberta Riccio, a Records Information Manager II copied two Indian Bend Wash South site file documents totalling 457 pages. The documents were to be sent to EPA Headquarters.

Litigation Support

The agency review of the San Fernando Valley site file continues. Approximately 7.5 LFT of documents were retrieved for inspection by EPA contractors. In addition, approximately 27 LFT of documents have been pulled for review by ORC attorney Marie Rongone to date. Staff reshelfed 18 LFT of San Fernando Valley documents this month, and 33 LFT of documents stored on the holding shelves for review by the North Hollywood PRP Group representative were reshelfed at Ms. Rongone's request. Staff later retrieved 3 LFT of site file documents for review when the representative visited the Records Center. Several of the documents were sent to an off-site service bureau for reproduction.

Staff generated an index and pulled approximately 500 documents in the Iron Mountain Mine site for litigation review by ORC attorney Mike Hingerty. Of those reviewed, 55 documents were determined confidential. A Records Management Specialist I refoldered the documents and updated their legal status in ImageTrax. Also, the Librarian in charge of the site generated an index of all workplans created by an EPA contractor and submitted the index to Mr. Hingerty.

The Librarian for the Stringfellow site retrieved 85 documents for review by EPA attorney, Laurie Williams and RPM, Dante Rodriguez.

Staff generated an index and pulled non-confidential and previously released Indian Bend Wash South site file documents for review by EPA attorney, Janet Carlson, and RPM, Roberta Riccio.

File Storage

Fourteen cubic feet (CFT) of records for six sites were retired to the Federal Records Center in San Bruno.

Nine cubic feet (CFT) of records for three sites have been prepared and are waiting accession number assignment to the Federal Records Center in San Bruno.

Fourteen hundredths (.14) of a cubic foot (CFT) of Administrative Record microfilm silver masters have been sent to the EPA Headquarters for retirement to the Federal Records Center in Suitland, Maryland.

Document-Processing Support

Records Management Specialists performed quality assurance checks on approximately 75 LFT of foldered documents on the shelves during June and shifted approximately 265 LFT of documents to make room on the shelves for new documents.

Staff made approximately 14,225 photocopies during June: 6,700 pages at RPM request or otherwise in direct support of site indexing; 5,800 pages for administrative records; 850 pages of LABAT manuals for distribution to EPA staff; and 875 pages miscellaneous.

A Records Management Specialist II edited approximately 40 records in the ImageTrax database for the Montrose Chemical Corporation Superfund site administrative record.

Records Management Specialists examined a total of 4 LFT of unindexed documents for the South Bay Asbestos Superfund site and for Fresno Sanitary Landfill Superfund site for possible duplication with documents already in the site files. In addition, staff inventoried and labelled 65 LFT of oversize documents.

A Records Management Specialist I examined approximately 2 LFT of unindexed documents for possible duplication in the indexed San Gabriel Valley site file. Documents were also searched on SDMS for possible duplication with other scanned, but not yet indexed documents.

Tours/Outreach

On June 28, the Records/Information Manager III showed Bertina Hou, summer intern in the Water Division and her supervisor, John Hillenbrand, how administrative records are compiled in the Records Center. Ms. Hou has been tasked with organizing Water Division records related to dredging the San Francisco Bay, a large project which may involve extensive litigation. The Regional Manager provided guidance on records definition, the records control schedules and file plan development, and arranged for Ms. Hou to receive copies of the latest HQ file plan manuals and file structure guidance.

Orientation/Training

At the request of the ADOPO, the Regional Manager and Records Information Manager III participated in the Records Management Conference sponsored by the Office of Information Resources Management in Washington D.C. on June 21-22. The training included learning about performing records inventories, archiving photographs and audio-visual materials, administrative records issues and a demonstration of records management information available on the World Wide Web. The Regional Manager and Records/Information Manager III also spent Friday, June 23 at EPA-HQ at Waterside Mall where they toured various records centers and dockets, and spent the afternoon discussing file plan development and implementation with Bette Drury, OSWER records management support contractor.

At the request of the ADOPO, the Records/Information Manager III provided follow-up information on administrative record compilation procedures to Carolyn Orita at the Pacific Division Naval Facilities Engineering Command at Pearl Harbor.

A Records/Information Manager II trained EPA summer intern, Christo Artusio, on searching the records management database. The session lasted an hour.

The Librarian in charge of the San Gabriel Valley site provided Environmental Protection Assistant, Leslie OwYang Chin, a search training session on SDMS.

Cross-Training

The Librarian in charge of the Stringfellow site trained the Records/Information Manager II for Circulation, the Records Information Specialist II, and a Librarian to search on the Stringfellow "Advanced Revelation" database.

Site-Specific Invoicing

At the request of the DOPO, a Records Management Specialist II finished revising the site-specific detail attachment reports for the period of October 1993 to August 1994; the final reports were submitted to the ADOPO by the Regional Manager.

A reconciled site-specific detail attachment for the May 1995 invoice was compiled and submitted to the DOPO.

DELIVERABLES

Task 3 Updates of the Records Center Holdings Report, Onsite Box Storage Report and the Federal Records Center Box Storage Report were submitted to the DOPO. The Priority Planning Report was also submitted. The monthly circulation report for CBI documents was compiled and submitted to

Environmental Scientist Lois Green.

- Task 11 The List of Film in Storage at FRC in Suitland, Maryland
 was submitted to the DOPO.
- Task 12 The reconciled site-specific detail attachment report was
 submitted to the DOPO with the May invoice.

ANTICIPATED ACTIVITY

Staff will meet during July to develop formal procedures for generating back-up tapes of the records management databases using the new Palindrome back-up tape system acquired during the move to the new facility. The RMO, Yvonne Pederson, informed the Regional Manager that the Region recently secured storage for back-up tapes at a commercial off-site storage facility; the Regional Manager plans to meet with the DOPO to discuss how Records Center tapes might be included in this service.

June 11/13
D.O. 517

New Site Files -- Record Centers

Record Centers	New Files	Footage	Year to Date
Region 1 RMP, Superfund			
Region 1 RMP, ESD			
Region 1 CSDSRP			
Region 1 RCRA			
Region 1 Cost Recovery			
Region 3 Cost Recovery			
Region 4 RM, SF			
Region 4 RM, RCRA			
Region 4 RMP			
Region 4, ORC			
Region 5 AWBERC, ECAO, TIU			
Region 5, AWBERC			
Region 5 RMP, SF			
Region 5 RMS, RP			
Region 5 Library, MVEL			
Region 6 SF			
Region 6 RMP			
Region 6 RCRA			
Region 7, SF			
Region 7 RCRA			
Region 8, RCRA			
Region 8, SF-RC			
Region 8, OPA			
Region 8, SF-RC Montana			
Region 9 SF, RC	653	70	410
Region 9 FRM			
Region 9, SFCR			
Region 10, SF			
Headquarters CLP			
Headquarters TSCA			

Legend: CFT = Cubic Feet

LFT = Linear Feet

Inventories

[illegible]

Records Retired

[illegible]